

GENERAL ORDER, ADMINISTRATION, NUMBER 14

APRIL 3, 2001

WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Off-Duty Employment

B. PURPOSE:

The purpose of this policy is to provide all members of the department with a uniform understanding of the extra off-duty work policy and returning to duty status.

C. POLICY:

1. All employees are responsible for compliance with this policy. Supervisors are responsible for periodic monitoring of officers performing off-duty work of a law enforcement nature during their tour of duty, and for providing supervision as required to those officers.
2. Officers are to remember that their primary duty is to the city and the police department. The good of both come before the good of the private sector and the personal interests of the officer.
3. It is the policy of the police department that all employees will maintain themselves in a condition of mental and physical preparedness for the performance of their duties and that employees will not engage in off-duty employment of any nature without approval by the Chief of Police. Approval may be presumed for all temporary jobs posted on the bulletin board by Administrative Division/Personnel Unit so long as all other requirements of this policy are met. Permission for all other permanent/part-time work must be approved by Administrative Division/Personnel Unit. Approval may be denied or revoked where it appears that outside employment will result in a conflict of interest or if there is a possibility of a conflict of interest or when the off-duty work interferes with the person's duties for the Police Department.

D. PROCEDURES:

1. The following restrictions apply to all off-duty employment:
  - a. Employees will not accept or perform any duties of the types outlined below without explicit identification of those duties and explicit permission of the Chief of Police. Prohibited duties are:

Those involving actual or potential conflict of interest, including but not limited to:

1. Jobs, which involve possible use or threat of force for private purposes, i.e., process server, bill collector, reposessor.
  2. Jobs, which may require access to police records, e.g., pre-employment screening.
  3. Private/extra jobs within a regulated industry for which law enforcement officers have some responsibilities, e.g., alcohol or gambling. Officers may be permitted to work for employers who are involved in the regulated industry or business if the duties the officers is expected to perform are merely peripheral to that business. For example; crowd control duties at a festival or event where alcohol is sold or gambling is conducted as part of the event. Employees will not sell or serve alcoholic beverages nor will officers act as bouncers, check IDs at the door for established businesses, take cover charges or anything other than an enforcer of the laws and ordinances of the State and City.
  4. Personal or property security for any organization or officers of an organization involved in a current labor dispute. Such employment may be permitted when there is a specific threat or reason beyond the mere fact of the labor dispute to believe that a person or a person's property will be the victim of a criminal act.
  5. Employment as bail bondsmen, investigators for insurance companies or attorneys or examining vehicle accident scenes or offering opinions relative to the causes thereof except in the line of duty.
- b. Employment, which may diminish the status or dignity of the policing profession, e.g., the adult entertainment business, nude modeling, or working in association with persons whose reputation would not be considered good moral character.
  - c. Employment which provides unacceptable risk of temporary or disabling injury.
  - d. Employment as a law enforcement officer for another jurisdiction.
  - e. Employees shall maintain a satisfactory work performance, sick leave record, and meet the department standards to remain eligible for extra work or work outside the department.
  - f. Employees under suspension or off-duty due to an illness or injury are prohibited from working extra work or work outside the department that may involve taking any type of police action or would require any activity which is listed in the City of Waterloo job description for police officer. (See attached.)

2. Peace Officer status or authority, or threat or use of force, will be used only to enforce criminal laws and not to enforce any private rule or regulation of the employer. This restriction does not prohibit an officer from acting as the employer's agent for enforcement of state laws and city ordinances.
3. The following restrictions apply to off-duty employment in uniform and/or in the performance of any law enforcement or security duties:
  - a. Officers are responsible to ensure that the Watch Commander on duty has been advised of the location and assignment of the extra duty.  
  
Departmental radio equipment or other equipment may be used for the assignment, with supervisory approval.
  - b. Officers working such employment are subject to all policies, rules, regulations, and procedures of the Waterloo Police Department.
  - c. Officers should accept direction and supervision from the private sector employer with regard to specific location, problems needing attention, and other concerns of the private employer. However, officers will use independent professional judgment subject to review and supervision of the on-duty Watch Commander in any matter of investigative procedure, law enforcement tactics, or appropriate charges to be used for criminal offenses. The Watch Supervisor on duty shall have authority to remove any officer from such extra off-duty employment for cause.
  - d. Officers in uniform are expected to maintain standards of appearance as if they were on duty for the city.
  - e. Officers who have not completed the probationary period may sign for extra employment only after approval by Administrative Division/Personnel Unit.
  - f. Any arrest, made by an officer working an extra job, requires the officer to complete **ALL** the necessary paperwork as soon as possible, but in all circumstances, before the officer goes home.

BY ORDER OF:

Thomas J. Jennings  
Chief of Police